

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON
APRIL 3, 2012, AT 7:00 P.M., IN COUNCIL CHAMBERS, 17755 MAIN STREET,
DUMFRIES, VIRGINIA:**

THERE WERE PRESENT: Mayor Nancy West
Vice-Mayor Willie Toney
Dorothea Barr
Gerald Foreman
Kristin Forrester
Michele Jurgensen
Gwen Washington
Daniel Taber, Town Manager
Christine Sanders, Town Attorney

IN RE: CALL TO ORDER AND ROLL CALL

Mayor West called the meeting to order. Dawn Hobgood, Town Clerk, took roll call.

IN RE: MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

There was a moment of silence and then all in attendance recited the Pledge of Allegiance to the Flag of the United States.

IN RE: APPROVAL OF THE MINUTES

Ms. Forrester moved, seconded by Mr. Toney, to approve the minutes from the July 20, 2010 special session, July 20, 2010 work session, and the November 15, 2011 minutes as presented. The motion carried and was approved by the following roll call vote: Ms. Barr, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Jurgensen, yes; Mr. Toney, yes; Ms. Washington, yes; Ms. West, yes.

IN RE: ADOPTION OF THE AGENDA

Ms. Barr moved, seconded by Mr. Toney, to adopt the agenda with the addition of Item V-C, Resolution Electing to Provide Health Insurance Coverage for Retirees and Dependents of Retirees – Taber and XI, Discussion Item, A, Citizen Comment(s) During Council Meetings – Foreman. The motion carried by the following roll call vote: Ms. Barr, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Jurgensen, yes; Mr. Toney, yes; Ms. Washington, yes; Ms. West, yes.

IN RE: APPROVAL OF THE CONSENT AGENDA

Mr. Taber noted the reason for adding item V-C, Resolution Electing to Provide Health Insurance Coverage for Retirees and Dependents of Retirees, was the result of a retired disabled police officer that finally got his retirement approved by the State. Up until now, the individual was paying his own medical insurance premium. Once approved by the State the Line of Duty Act requires the jurisdiction provide the opportunity to continue with the same coverage that is reimbursed 100 percent by the State. The Town's insurance carrier requires a resolution be passed to allow adding this individual to the plan because of being retired.

Ms. Jurgensen moved, seconded by Ms. Barr, that the resolution be adopted as presented. The motion carried and the following resolution was approved by the following roll call vote: Ms. Barr, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Jurgensen, yes; Mr. Toney, yes; Ms. Washington, yes; Ms. West, yes.

**RESOLUTION ELECTING TO PROVIDE HEALTH INSURANCE COVERAGE
FOR RETIREES AND DEPENDENTS OF RETIREES**

WHEREAS, the Town of Dumfries is a participant in The Local Choice Health Benefits Program; and

WHEREAS, the Town of Dumfries offers health insurance to its eligible employees and their dependents; and

WHEREAS, the Town of Dumfries does not have in place a policy to provide coverage to retirees and their dependents.

THEREFORE BE IT RESOLVED that the Town of Dumfries does hereby elect to provide coverage to eligible retirees and their dependents effective on April 1, 2012.

Ms. Forrester moved, seconded by Ms. Jurgensen, that the Consent Agenda be adopted as originally presented. The motion carried and the following resolutions were approved by the following roll call vote: Ms. Barr, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Jurgensen, yes; Mr. Toney, yes; Ms. Washington, yes; Ms. West, yes.

**RESOLUTION TO COMMEND THE SERVICE OF DON LITTLE AS A
MEMBER OF THE TOWN OF DUMFRIES ARCHITECTURAL REVIEW
BOARD**

WHEREAS, Don Little has served as a distinguished member of the Town of Dumfries Architectural Review Board from August 30, 2007 to March 30, 2012 with dedication and distinction; and

WHEREAS, Mr. Little has played a vital role and demonstrated a sense of fairness in his position as the Chair of the Architectural Review Board; and

WHEREAS, his talents and expertise in the field of architecture has been invaluable in guiding the Town in developing policies to further the positive growth of our community; and

WHEREAS, throughout his tenure on the Architectural Review Board he has continuously demonstrated his sincere commitment to improving the quality of life for the residents and businesses of our community.

NOW THEREFORE, BE IT RESOLVED, that the Council for the Town of Dumfries does hereby convey to Mr. Don Little our heart-felt appreciation and commendation for his long-time service, and the exemplary spirit he has exhibited in carrying out his duties as a member of the Architectural Review Board for the Town of Dumfries, Virginia.

April 3, 2012

The Honorable Robert McDonnell
Office of the Governor
Patrick Henry Building, Third Floor
1111 East Broad Street
Richmond, Virginia 23219

Dear Governor McDonnell:

On behalf of the Town of Dumfries, I am writing to you regarding the legislation passed by the Virginia General Assembly requiring Dumfries and other local governments in the Virginia Retirement System to raise their employees' salaries by five percent and then in turn require our employees to contribute five percent into the VRS system.

We do not support this requirement and strongly voice our opposition to this new, unfunded mandate. The Town of Dumfries saw hope in your outreach to governments in Virginia at the beginning of this legislative session, when you asked us to present to you our list of current unfunded mandates. We believe that the requirements of SB 497 increases, not decreases, our burden of unfunded mandates.

Senate Bill 497 would result in a significant financial impact to the Town of Dumfries and with no input from us and other jurisdictions that would be affected. It also arrives very late in our budgetary process, as our budget for the 2013 fiscal year is mostly set.

This legislation was erroneously deemed cost neutral. The General Assembly overlooked the costs that the Town of Dumfries bears each time our wages increase. Our workers compensation rates are based on a percentage of payroll. By mandating that we increase our employees' wages by five percent, the General Assembly has also raised our workers compensation premium costs.

The Town's overtime costs will also increase as our baseline salaries will be increasing by five percent. Overtime is at one and one-half time the regular rate and we do not have the luxury of scheduling or limiting overtime hours. Our public safety responsibilities in police and public works require that we respond to events for as long as necessary to insure that our community and its residents are safe.

There have been indications that your office will propose an amendment to allow the change to be phased-in over five years. On behalf of the Town of Dumfries, we respectfully request that you consider these additional amendments:

- Place a reenactment clause on the bill so that the entire bill can be reconsidered in the 2013 session. This would allow a more judicious approach to this complicated issue and allow jurisdictions the opportunities to educate their legislators on the effects of this legislation.
- Should a reenactment clause not be included as an amendment, that you submit an amendment to make optional the requirement that employees of political subdivisions pay the five percent member contribution in return for the five percent

salary increase. Without an overriding state purpose, the governing bodies of the political subdivisions should be making this decision.

The Town of Dumfries stands with the Virginia Municipal League, the Virginia Association of Counties, the Virginia Associations of School Superintendents, and the Virginia School Board Association in respectfully requesting that you give every consideration to these changes.

Most sincerely,

Nancy West
Mayor

IN RE: CITIZEN COMMENT PERIOD

Byron Cherry, Owner of Succeed to Lead, was before Council to introduce himself as a new business owner in the Town. He noted that Mayor West, Vice-Mayor Toney, Ms. Jurgensen, Mr. Foreman, and Dan Taber attended the ribbon cutting ceremony.

Traci Kelly Cox wanted to publicly thank Mr. Foreman for making himself available, listening to her concerns, being honest, and following through on everything that was discussed.

IN RE: MAYOR'S COMMENTS

Mayor West extended condolences to the family of Larry Williams a long time resident who served for many years on the Planning Commission. On March 21, she was interviewed by Supervisor Maureen Caddigan on Community Focus about the wonderful things happening in the Town that will air on Comcast 23 everyday throughout April and May. Tomorrow it will air at 9:50 am, 1:20 pm, and 6:20 pm. On March 23, she attended, with Ms. Barr, a dedication ceremony of a 30-foot by 50-foot American flag that former Supervisor Hilda Barg spearheaded. The flag is flown atop a very long pole at Lustine Toyota on Route 1 in Woodbridge. The pole has a cement apron and two benches with a plaque dedicated to those who serve, those who have served, and those who have fallen, along with another plaque in honor of Ms. Barg. On March 28, she participated in the ribbon cutting ceremony for Succeed to Lead. She met with Pastor Clint Clifton and Pastor Colby Garman of Pillar Church this morning. This congregation wants to get involved in the community. She introduced them to Cydney Neville, Director of Community Services, and the Town should be seeing some activities forthcoming. While she was out talking with the citizens several requests were made for trash pick-up twice a week. She did not know how much interest there is in twice a week trash pick-up and asked the Public Works Director to look into the feasibility of providing this service and come back to Council with a report. She asked if there were citizens interested in having trash pick-up twice a week to get in touch with any member of Council or the Public Works Director.

IN RE: PRESENTATIONS**A. RESOLUTION COMMENDING THE SERVICE OF DON LITTLE ON THE ARCHITECTURAL REVIEW BOARD – MAYOR WEST**

Mayor West presented a resolution commending the service of Don Little as a Member of the Architectural Review Board (ARB).

Mr. Little thanked Council for the opportunity and he has enjoyed serving on the ARB.

The resolution was adopted under the consent agenda earlier on the agenda.

B. PROPOSED FY13 BUDGET – DAN TABER

Mr. Taber read the following comments.

“Tonight I am presenting you my draft proposal for the FY13 budget for the Town of Dumfries. It reflects the best analysis possible based on information that is currently available. This is only the first step in an important process that seeks input from Council as well as our citizens to finalize a budget that finance the plan of what Town government hopes to achieve in the next fiscal year. Council has been given and posted online are two main budget documents tonight. The actual proposed FY 13 budget spreadsheet and the general overview comments of expenditures and revenues.

There were several challenges that staff faced in compiling the FY13 budget that I am proposing tonight. Last year we had a big advantage were able to shift funds at mid-year as a result of having several vacant positions in the Police Department to support various expenditures in the revised FY12. With full staffing for the Police Department in FY13 a reality, those funds are no longer available. In addition, due to unbudgeted FY12 reorganization of compensation for employees and a realignment of responsibilities, salary and benefit costs were placed in the appropriate department budgets throughout the year in the FY12 budget. Efforts have been made in this proposed budget to better align expenditures to the right programs, but this will make department total budget comparisons between FY12 and FY13 less helpful as you analyze the budget.

This budget proposal funds a continuation of existing services at current levels while providing additional opportunities to assist us as we complete our information gathering and stabilization process and prepare to move the Town forward. In that context, moving forward will, among other things, also include a plan to improve our enforcement of existing ordinances related to code compliance. As promised last fall, during FY13 we will be reviewing the zoning ordinances, especially as they apply to the changes made last year. In addition, efforts will be made to compile an updated Capital Improvement Plan. You will hear much more about what this budget will accomplish as department heads present their portion of the budget during scheduled budget work sessions. I know that you have heard this before from previous Town Managers, but I can say with complete confidence that there is no over-budgeting in the line items of the FY13 budget.

I have listened to Council’s concerns over tax rates and my draft budget proposal will decrease the property tax rate by two cents and reduce all BPOL rates two cents as well. On the revenue side, we are anticipating an increase in total assessment values of \$12,313,000 that after the recommended property tax and BPOL tax reductions will increase real estate tax collections by approximately \$18,716. In addition, we predict an

increase of about \$40,000 in revenue from permits and fees, but that number is certainly subject to change based on our actual experience during the year. On the downside, we have seen a continuing drop in cigarette sales and subsequent tax collection and are anticipating a minimum \$20,000 reduction in revenue in that area. There are other revenue reductions predicted as well in some other areas as noted in the budget proposal. Until the state budget is finalized and adopted, there is still the possibility of additional reductions in state support in areas such as VDOT funding and funding for law enforcement programs.

In FY12, the revenue and expenditure budgets included line items for VDOT Road Construction Funds, CDAR Construction Funds, and Federal Road Construction Funds. Staff has agreed that including those items in the General Fund Budget is misleading and confusing and serves no valid purpose. In FY13, we will be moving ahead with projects financed in the 2010 Bond but those costs will be charged against the bond and will not appear in the Public Works line items as expenses. You will be provided with that work plan during the Public Works department presentation later in the budget process.

On the expenditures side there are additional costs for pensions based on state mandated employer contribution increases of 6.47 percent amounting to an expenditure increase of almost \$77,000. There is also funding included in the budget for a shift differential for sworn police officers that will provide them with a \$1.00 per hour pay increase for hours worked between 7 PM and 7 AM. Many of the neighboring jurisdictions have similar programs in place for their public safety employees. There is also a 1.65 percent recommended pay increase for staff. One percent of this recommended salary adjustment is intended to offset increased health care plan co-pays and deductibles resulting from changes in our health care plan coverage. The remaining .65 percent increase is an adjustment needed to offset the effects of Senate Bill 497 that has passed the Virginia legislature and is awaiting the Governor's signature.

Later in the meeting, Council will be considering adopting the schedule for the FY13 budget process. That process will provide Council members with a detailed expenditure narrative by Friday, April 6, 2012 that can be reviewed along with the documents presented tonight. There will then be two budget work sessions scheduled in April where department heads and I will provide you a presentation on FY12 accomplishments, department visions and goals for FY13, and highlights of their FY13 budget. They will then answer any questions you might have. The first two weeks of May remain open for additional discussions as needed and a public hearing on the budget will be held at the regularly scheduled May 22, 2012 Council meeting. Adoption of the budget is currently scheduled for June 5, 2012.

At the completion of the FY13 budget process, I will have a budget publication that will not only include the final approved budget spreadsheet and budget narrative, but will also have department specific information that was presented during the work sessions. That document will be available to you in advance of the public hearing on the budget and will be posted as the final FY13 budget on the Town website.

I would be more than happy to entertain any general questions based on my presentation, but would ask that you hold any specific questions until a later date after you have been provided with the general budget narrative and have the benefit of the department head presentations."

Mr. Foreman thanked Mr. Taber for the work he has put into the budget and asked if Council would be provided with a workable database.

Mr. Taber noted a workable spreadsheet would be provided to Council early next week.

Ms. Barr thanked Mr. Taber for continuing to reduce the expenses that the citizens and businesses have to pay while reducing the bottom line.

IN RE: STAFF COMMENTS
A. TOWN MANAGER – DAN TABER

Mr. Taber reported the following items.

- On March 19, an invitation for bid for Phase 1 of the Ginn Memorial Park was issued.
- During the last month, there were only two odor related complaints. He understood that the Potomac Landfill continues to meet with the Department of Environmental Quality on the pending notices of violation.
- The First Town Center project has slowed down, the public hearing has been placed on hold, and the developer is obtaining the necessary floodplain studies.
- On March 20, it was National Tornado Awareness Day and a drill was held at all Town facilities.
- On March 26, staff met with representatives of Harbor Station. They shared that they were in the process of submitting plans to Prince William County that included an upgrade/change to the Route 1 and Route 234 intersection. They will keep staff informed on the progress. It was requested that a traffic count be performed which will occur at no cost to the Town.

Mr. Toney suggested comparing the traffic count to the study that was done by the Potomac Landfill.

Mr. Taber thought that was an excellent idea.

Ms. Washington asked if there was a possibility to get a traffic count on Van Buren Road now that the work has been completed on Mine Road.

Mr. Taber indicated he would have the Director of Public Works, Greg Tkac, follow up on the request.

Mr. Foreman noted there was a stop sign on the Dumfries side before the underpass, one after the underpass going south on Van Buren, and one on Mine Road. A citizen brought it up and he asked if it was possible to move the stop sign to the other side of the underpass creating a three way stop.

Mr. Taber indicated he would follow up on the matter since he was not familiar with the specifics of the plan for the whole intersection.

B. CHIEF OF POLICE – ROBERT FORKER

Chief Forker reported the following items.

- Officers have been assigned to serve as liaisons to the various residential communities and businesses that will be posted to the website.
- The Police Department has been working closely with Cydney Neville putting together another “Self Defense for Women” class. It is scheduled for Thursday, May 24 at 7:30 p.m.
- He announced that Jose Vazquez was promoted to the rank of Sergeant, which has allowed the Police Department to go to two squads with seven-day week coverage from 7 a.m. to 3 a.m.

Ms. Jurgensen thanked the staff at the Police Department.

Ms. Barr encouraged the citizens to take advantage of the self-defense class.

Mr. Toney asked for clarification on the Police Department training on a less lethal weapon.

Chief Forker explained that the training is with the use of a beanbag shotgun that would be used when a situation did not warrant using deadly force.

Mr. Toney commended the Police Department for considering human life and he recognizes the nature of the job.

Mr. Foreman mentioned that some of the neighbors around Connie’s Food Mart have noticed some young kids hanging around and there may be some selling of alcohol and tobacco to minors.

Chief Forker noted that there has been some added enforcement in the area. The Alcohol Beverage Control agent has been contacted for the area and has spoken with the owner regarding the matter.

Ms. Washington thanked Chief Forker and appreciated the use of the beanbag shotgun in light of all the events that have occurred recently, the increase in the homeless population, and the individuals who have mental disorders that really are of no harm to anyone but themselves.

C. DIRECTOR OF PUBLIC WORKS – GREG TKAC

Mr. Tkac reported the following items.

- Work continues with the refurbishment of Mine Road that includes the replacement of 180 feet of stormwater line, reconstructed three ditches, eliminated two ditches, and some substantial work was done on the outfalls.

- Surveying has started on the Main Street Intersection Project.
- Scoping of the Multimodal Phase II is being worked on that include walking paths of asphalt along Fraley Boulevard between Williamstown Drive and Old Stage Coach Road and some walkability improvements on Old Triangle Road between Orange Street and Graham Park Road.
- The Tripoli Boulevard right-of-way acquisitions continue.
- Richard West, Assistant Director of Public Works, is working on the Emergency Preparedness Plan, the rental inspection program, and property management.
- The Capital Improvement Plan is being completely revamped which is the Town's primary planning tool.

Ms. Jurgensen noted that walking up Route 234 outside of Lyons Automotive Care the sidewalk is destroyed. Also, between the Chevron Station and the Coach House Plaza there is a huge sinkhole.

Ms. Barr mentioned driving over there with Mr. Taber to look at it and she understood that a pole was going to be placed there to block the entrance.

Mr. Taber explained that the Town has the authority to block access to Old Stage Coach Road. He noted it was private property and it would be unethical to use Town money to fix the road. He indicated the access can be blocked off and the Town plans to proceed to do that to discourage people from cutting through there.

Ms. Jurgensen asked if anything could be done with the sidewalk in front of Lyons Automotive.

Mr. Tkac explained that just before Lyons Automotive and the vicinity of the BP is Virginia Department of Transportation's (VDOT) right-of-way. He had his crew ready to install a sidewalk when VDOT informed the Town that they did not have the proper permit from VDOT to work on their right-of-way. He wrote a letter asking for the construction of sidewalks there and at the bus stop near the Route 234 intersection. He noted that there would be sidewalks at both locations.

Mayor West explained the owner of the Chevron and the owner of the Coach House Plaza privately own the property with the sinkhole. The owner of the Coach House Physical Therapy and Sports Medicine Center has been trying for years to get the two owners together. There has been talk about the Town possibly taking over the road. She has been asked about this road repeatedly for numerous years.

Ms. Barr said it could not be a chain, something that could be cut. She asked if she would be able to look at the stormwater map soon, if it was going to be online soon, the one she was told she could look at on the wall.

Mr. Tkac noted that 90 percent of it has been digitized which consist of coordinates for every single manhole, drainage inlet, and outfall. He was going to get with Mr. West to see when it would be available online.

Ms. Barr wanted to know how many pipes or drains the Town has that the Landfill is connected to and dumps into.

Mr. Tkac indicated he would find out and email Council of how many outfalls were coming from the Landfill.

Ms. Barr thanked Mr. Tkac for the expediency of the repairs done to Mine Road.

Mr. Toney wanted to see the walking trails extended as far as from Graham Park Road.

Mr. Tkac pointed out that none of the money being used for the multimodal project has come from the Town. He explained that the project is being funded with federal money, which takes a long time, and he did not see the project being done until 2014.

Mr. Toney mentioned the bus stop on Possum Point Road that hangs in the street and seems hazardous. People just hang out there and stand out in the rain. He did not know if the Prince William Transit Authority would handle the problem.

Mr. Tkac was going to talk to them about placing the bus stop at an alternate location.

Mr. Toney asked if there was a way a citizen could request that the street sweeper come through their neighborhood.

Mr. Tkac advised he has gotten many inquiries lately and was going to post the schedule on the website. He noted that typically the street sweeper runs on Wednesdays. One hundred percent of the time Old Triangle Road is swept on Wednesday. He noted the posting would include a statement that the schedule is not a hundred percent correct all the time, what is being striven for, would include what the expectations are, and what actually happens.

Mr. Toney asked what the schedule was for Prince William Estates.

Mr. Tkac noted it alternates. Old Triangle Road is done on Wednesdays and sometimes on Thursdays if it was raining. It depended on need and the street sweeper does not pick up everything. The street sweeper has difficulties with pine needles and leaves and is not intended to do a full-fledged leaf cleaning during the Fall.

Mr. Toney explained that many elderly people live on Curtis Drive and have problems with getting up the leaves that gather and do not know the process. He asked if a citizen could call and report a clogged drain, etc.

Mr. Tkac encouraged citizens to call; however, he did not want citizens to blow their grass clippings or leaves in the street.

Mr. Toney felt staff was doing an excellent job.

Mr. Foreman mentioned possibly getting some jersey barriers to put across the parking lot/road that has the sinkhole.

Mr. Tkac appreciated the suggestion. He recommended a type three barricade because it has the reflective tape and if you hit it, it will not kill you. Hopefully you would stop and only damage will be done to the vehicle. He noted with a chain that one cannot anticipate how it will react.

Mr. Foreman noted that there was discussion about trash pick-up twice a week, which would require negotiations. He asked if there was any way possible when talking to American Disposal to negotiate lower rates for the business owners in the Town. He noted that currently at Old Triangle Road and Graham Park Road there is a crosswalk. He asked what it would take to have a sign placed there that indicated what the fine would be for a violation.

Ms. Washington thanked Mr. Toney for his help in getting school crossing signs. She is concerned because the other schools that she sees have blinking signs that are a lot more visible. The Dumfries Elementary School has a Kiss and Ride program where parents drop their children off. What happens is if there is backup on Mine Road cars shoot up Duke or Cameron Street who do not live in the area and do not know there is a school there. She was hoping to get something more substantial and visible.

Mr. Tkac noted he would look at it and see what could be done. He mentioned that blinking lights would have to be budgeted; however, there are things such as reflective cones that are fixed to the ground that can draw attention to the crosswalk.

Mayor West asked if warning signs would need to be placed warning of the barricade to be placed at the Coach House Plaza for the holes in the road.

Mr. Tkac mentioned he has had several conversations with both the owners about the holes and will speak with the Town Attorney to determine what can be done. He noted that the Town has no jurisdiction over what the Virginia Department of Transportation (VDOT) will allow.

Ms. Sanders, Town Attorney, noted that was correct. The Town would have to get permission from VDOT to post signs on their property.

Mr. Tkac explained he would consult with the Town Attorney before moving forward. He noted a letter would be sent to both the property owners and he would report back to Council.

Mr. Toney asked what needed to be done to get a sound wall in the Knolls of Dumfries and Prince William Estates.

Ms. Barr explained the issue was resolved about a year and a half ago. She mentioned that she and Ms. West went to an elected official's conference in Richmond and was going to meet with Senator Colgan. They ended up not being able to see him, so he came to Dumfries and met with them. Prince William Estates is getting a sound wall, but it is stopping at the Knolls of Dumfries. She noted the head of VDOT came down after meeting with Senator Colgan and Secretary Connaughton who promised that the issue is being resolved. The Town should not have to pay for the sound wall. She mentioned that the road is going to become a toll road and people are going to have to pay to use it. The sound wall could be financed through the project and there is no reason for the Town to have to pay for it or the neighbors being inconvenienced by it. It was deemed an exigent circumstance that was being put on the neighborhood and unfair, so it was decided and promised that it would be taken care of. She noted the sound wall would run completely through the Town. She did ask the Town Manager to send a follow up letter, which she has not heard anything about.

**D. DIRECTOR OF COMMUNITY & ECONOMIC DEVELOPMENT –
DEBI SANDLIN**

Ms. Sandlin reported the following items.

- Morgan Brim was introduced as the Town's new Planner/Zoning Administrator who comes from Cottonwood Heights, Utah where he handled all aspects of planning.
- Staff will be developing a work plan for the planning and zoning side of the department in the next couple of weeks that will cover a three, six, and nine month period. She asked Council to contact her by email if they had any input on priorities that will be included in May's staff report.
- She provided a draft marketing brochure for Council to comment on that would be used as a general information brochure.
- Focus group meeting for the Economic Development Strategic Plan has been scheduled. The business focus group will meet Monday, April 30, from 4:00 p.m. to 6:00 p.m. and the community focus group will be the same day at 7:00 p.m.

Ms. Jurgensen congratulated Ms. Sandlin on the brochure noting that she had some suggestions. She was sure that the brochure was part of the branding process that the Town will be going through.

Ms. Sandlin explained that she was trying to incorporate all the colors that are on the website into everything that is being done so that when people see those colors they think of the Town of Dumfries.

Ms. Jurgensen liked the focus groups and the ability for citizens to engage with the local leaders. She asked if any grants have been applied for or if there are any.

Ms. Sandlin noted that staff could look into what grants are available in the community development area. The facilitator for the focus groups is Donna Blackman, a member of the Economic Development Advisory Council, who is a professional facilitator that has given her time to help with the focus groups.

Ms. Barr encouraged the citizens and the businesses to attend the focus group meeting.

E. DIRECTOR OF COMMUNITY SERVICES – CYDNY NEVILLE

Ms. Neville reported the following information.

- The Today's Empowered Women was held. The attendance was a little low but the program was phenomenal.
- She thanked Teresa Johnson for making Italian Wedding soup for the March Senior Luncheon.
- The next Senior Luncheon will be April 20 that will include meeting members of Council.
- Parenting Classes continue on April 18 with a registration fee of \$40.00. The next class will focus on parents of teenagers.
- Thank you goes out to the Dumfries Rescue Squad who donated 600 toy-filled eggs for the Easter Egg Hunt to be held April 7 at 11:00 a.m. The Boys and Girls Club mascot, Chase, will attend along with the Easter Bunny.
- Registration is being taken for the self-defense class to be held on May 24 at 7:30 p.m.
- Applications are being accepted for the Multicultural Festival for vendors and community performers. Non-profits can set up a free table if they fill out the application.
- On May 10, she will have an update on the Department of Criminal Justice's Byrne Justice Assistance Grant Program that will be presented in June.

Ms. Barr noted that the attendance might have been low since the message that came over the blackboard system was confusing.

Ms. Neville noted the confusion may have come from the title.

Ms. Barr looked for a date and could not find it anywhere.

Ms. Neville mentioned that all of the flyers for events are posted on Facebook.

Mayor West noted that she found out the other day that the date for the Quantico Creek Clean-up has been changed. She questioned the date being moved from April 21 to April 28.

Mr. Tkac explained the date was changed because of a major clean-up occurring April 21 on the Occoquan River.

Mayor West asked if that would be followed with lunch.

Mr. Tkac noted the time is to be determined. It will start at the community center with pastries and bagels and finished up with lunch from Subway on April 28.

Ms. Washington asked again about getting the School Board's permission to advertise the parenting classes in the schools. She felt that the service is much needed. She would like to volunteer to pay for 10 parents to attend the class.

Ms. Neville noted she would contact the Virginia Cooperative Extension. She asked if she could request that Dumfries citizens be considered first.

Ms. Washington agreed.

Ms. Neville added that the summer youth employment program applications will be out next week and the registration for the adult coed kickball should be out as well.

Ms. Jurgensen commented to Mr. Tkac that the Lion's Club would like to donate time to assist with the creek clean-up and she would get him the contact information.

IN RE: ACTION ITEMS

**A. DISCUSSION AND ADOPTION OF THE FY13 BUDGET SCHEDULE
– DAN TABER**

Mr. Taber noted that the schedule has been formulated to allow for a couple of budget work sessions on a Thursday night to allow for additional discussion of the proposed budget and was open to any changes or suggestions that Council may have.

Mr. Toney asked if the debate to be held by the National Association of Advancement of Colored People was scheduled for April 26.

Mayor West clarified that the debate was being held April 25.

Ms. Forrester made the motion, seconded by Ms. Barr, to adopt the schedule as presented. The motion carried and the following resolution was adopted by the following roll call vote: Ms. Barr, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Jurgensen, yes; Mr. Toney, yes; Ms. Washington, yes; Ms. West, yes.

TOWN COUNCIL PROPOSED FY13 BUDGET SCHEDULE

WHEREAS, the Town of Dumfries Town Council must schedule its meetings for the presentation, discussion, public hearing, and adoption of the FY13 Budget; and

WHEREAS, a presentation and general overview was given on the Proposed FY13 Budget to Town Council this day; and

WHEREAS, Town Council on April 6, 2012 will be provided the supporting budget narrative and other required reports; and

WHEREAS, Town Council will need to adopt April 12, 2012 and April 26, 2012 as work session meetings to analyze, discuss, and put forward changes desired to the budget prior to holding a public hearing and adopting the FY13 Budget; and

WHEREAS, the public hearing will be scheduled for the May 22, 2012 regular meeting and adoption scheduled for the June 5, 2012 regular meeting.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Dumfries that the following FY13 Budget schedule be adopted.

April 12, 2012	Budget Work Session	7:00 p.m.
April 26, 2012	Budget Work Session	7:00 p.m.
May 22, 2012(Regular Meeting)	Public Hearing	7:00 p.m.
June 5, 2012 (Regular Meeting)	Adoption of Budget	7:00 p.m.

**B. DISCUSSION ON CONDITIONS AND USAGE OF PROPERTY
LOCATED AT 17884 MAIN STREET – GERALD FOREMAN**

David Moss, Planner/Zoning Administrator, explained that this property is one of the more complicated cases with its history of non-conforming use. The property currently has three trailers, a garage, and a single-family dwelling. The property has been non-conforming since 1979. Changes to the property have occurred over time. Originally there were six trailers on the property and now there is a double trailer that replaced three single trailers, which reduced the non-conforming use. He has been working on establishing a timeline of when the trailers were placed on the property. There are a couple of different approvals in the files for the replacement of mobile homes that are not specific enough to know which ones were replaced. He has been looking at old aerial photographs because when property becomes non-conforming the scope of the use freezes. One thing being looked at is parking because there are a variety of vehicles being parked including a tow truck. He has spoken with the Town's contractor who is looking in their files for approvals they may have given. Once everything is compiled he will sit down with the Town Attorney to make a zoning determination to declare the scope of what the lawful non-conforming use for the property is.

Mayor West mentioned a discussion she had earlier with Mr. Moss about an area of grass that was being parked on where a layer of gravel has now been put down.

Mr. Moss explained that the ordinance states that vehicles on private property have to park on specific types of pavement, which gravel is one of the types allowed. There are some types of gravel that are better than others; however, the Town has to set specific standards. Staff is in the process of setting up those standards to specify 21-A as the gravel to be used with a minimum of a four inch base.

Mr. Foreman asked if the property was zoned for residential or business use.

Mr. Moss noted it is zoned as non-conforming residential and there are no businesses currently at the property.

Mr. Foreman asked if the property owner came to the Town to get a permit to put down the gravel.

Mr. Moss advised that they did not.

Mr. Foreman noted that one third of the property is a driveway. He asked where the driveway is. He mentioned that an ordinance was passed about how high grass can get and not being able to park in front of the house. Conforming or non-conforming the property owner has to live within the rules like any other property owner in the Town. He is asking that action be taken on the matter. If the Town is going to be tied up he wanted it to be tied up in the legal system not on researching and the reason he asked that the property owner be present at the meeting. He mentioned that the property owner goes three or four months without mowing the grass. He wanted a report back at the next Town Council meeting as to whether violations were issued, whether staff met with the property owner, and if it is being cleaned up. Just because gravel was laid does not mean he does not have to adhere to Town Code. The property owner has to adhere to the same standards as everyone else in the Town.

Ms. Sanders explained that the process to write a notice of violation requires understanding of what the violations are and that requires staff to understand the history. Unfortunately, documentation on the property is not what staff would like to have. The gravel issue is understood and staff is trying to make sure that the ordinance is enforceable. At this time, that is not the case. She was not aware of the issue about parking in the front yard. It has not been established that a business is being run on the property.

Mr. Foreman did not want to sound like he wanted staff to move expeditiously; however, he has watched this property for years and has said stuff to staff about the property. What he is saying is that the Town has ordinances and they have to be enforced. This is happening on Main Street and it does not appear that anything is being done in other areas of the Town.

Mr. Tkac noted that the property maintenance official left last year. Since then staff has been working with Mr. Taber and the on-call consultant for building inspections. Staff is now working with the same firm for code enforcement. In the past, there have been issues with a resident being written up, the resident contacts Council or the Town Manager, and there has been a disconnect. The idea is to have a layer between Town staff and the resident to allow for appropriate and fair code enforcement for everyone. The same firm will be working on the rental program.

Mr. Taber noted that contracting with the firm is cheaper and more efficient.

Ms. Washington noted there are people who are still breaking the rules and the Town needs to decide what they are going to do with those individuals. She can think of at least ten situations that are so out of line to what she has read and has wondered why something has not been done.

Mr. Toney was aware of how the turnover in staff has delayed things or matters have been overlooked. He pointed out that Mr. Moss was leaving and his replacement was no longer at the meeting to hear about the issue being discussed.

Ms. Sandlin explained that Mr. Brim had to leave to pick his wife up from the airport. She assured that everything being discussed would be relayed to Mr. Brim.

Ms. Sanders noted that she has been meeting with Mr. Brim and Mr. Moss about this property along with other issues.

Mayor West was surprised to hear that the property is residential because there is a garage at the end of the property where she has observed an owner of another business located in the Town working out of the garage on weekends.

Mr. Moss noted that discussions are being held with Mr. Brim about budgeting time to be in the Town on the weekend to continue enforcement on weekends. There is no legal right to use the garage for any commercial purposes.

Ms. Barr noted she has taken pictures of oil buckets under vehicles along with other things she sees as environmental issues. She believes that particular property could be sited for something under the environmental section of the Town's code.

C. DISCUSSION ON HISTORICAL PRESERVATION WITHIN THE TOWN – GERALD FOREMAN

Mayor West felt this was a budget item and suggested carrying the item to the budget work session next week.

Mr. Foreman felt it could go either way. The first part of the discussion would be a vote on whether Council wanted to set proper historical markers in the Town and the fallout would be

to set aside money. He is prepared to discuss the matter this evening. He thought it would have been an amendment to the agenda to move it to the budget meeting.

Ms. Forrester asked if that would be correct.

Ms. Sanders explained that a motion could be made to decide what to do with the item.

Ms. Barr made the motion to defer the discussion and asked if Mr. Foreman could get with staff to provide some figures in order to know how much it may impact the budget. To have a discussion without a figure makes it hard because markers cast out of bronze versus the type of signs placed on Route 1 have a big cost difference. She wanted the scope of the cost presented at the same time.

Ms. Sanders asked for clarification.

Ms. Barr wanted the discussion to be brought back at the budget work session to include the cost parameters associated with the markers.

Ms. Jurgensen seconded the motion.

Mr. Foreman noted he wanted the type of marker that is sitting in front of Williams Ordinary. He asked if there was a cost estimate available.

Mr. Taber could not find any records. He noted it would be helpful to staff if it was discussed so that some guidance could be provided.

Mayor West indicated that the Williams Ordinary marker was put in by Prince William County and belongs to them.

Mr. Foreman explained the first part of the discussion was to discuss the historic relevance that the Town has. The second part was to turn it over to staff to determine the type of markers, what the costs are, and then Council would decide whether to budget the money in this budget cycle.

Ms. Sanders reminded Council that there was a motion on the floor and discussions needed to be on that motion until a vote is taken at which time another motion could be made.

Ms. Forrester has a procedural issue with the matter. She asked what the point was to vote on adopting the agenda or moving to make adjustments at that time if at any point throughout the agenda Council can decide not to do what was adopted.

Ms. Sanders noted that the item is on the agenda, a motion is on the floor, and it is up to Council how the discussion or the meeting flows.

Ms. Forrester did not have an issue with the discussion. Her concern was over adopting the agenda with the understanding that adopting the agenda is to know what was going to be changed, discussed, and how the meeting would proceed. She felt if that was the reason and it was not going to be followed that the step needed to be removed.

Ms. Sanders noted that the motion to defer the discussion is not an out of order motion. She explained that it would not be out of order to amend the agenda with additional items to be discussed after adopting the agenda either. There is nothing right or wrong about the way the meeting is preceding.

Ms. Forrester was just stating that it is a waste of five minutes at the beginning of the meeting if adopting of the agenda does not set the tone for the meeting.

Mr. Toney pointed out that the Town Manager stated it would be helpful to him if the Council had the discussion this evening.

Ms. Barr explained that she did not want to say yes without knowing what kind of markers, how many markers, and what the cost related to those markers would be. She felt there was not enough information and she wanted to see the various options before voting. She amended her motion to discuss and provide some guidance to the Town Manager on what Council is interested in discussing at the budget work session and that no motion be taken tonight.

Ms. Forrester objected to Ms. Barr making a motion that limited future motions.

Ms. Jurgensen agreed to the amendment.

Mayor West clarified that the motion was to move the matter to the work session with some options.

Ms. Sanders understood that the motion on the floor is to move the discussion to the first budget work session with direction given to the Town Manager on what type of information Council would like provided at that meeting.

Mr. Foreman noted the agenda item was about historic preservation in the Town. He wanted to discuss the matter. The requested action was to set aside money in the FY13 budget for proper markings. Setting aside the money would be a separate vote. He did not have any recommendation for the type of marker. He was going to leave it to the Town Manager to determine what could be afforded in the budget. The motion was only to talk about preserving the historic past. The next motion would be to set aside money once staff comes back with the type of marker and how to fund them.

Ms. Barr pointed out that the agenda states discussion to set aside money and she could not discuss setting aside money without knowing how much.

Mr. Foreman clarified that a no vote would mean Council will discuss the matter tonight and a yes vote would mean it is going to the budget work session.

Ms. Forrester pointed out that a no vote would mean that Council would not be modifying the adopted agenda.

The motion on the floor made by Ms. Barr, seconded by Ms. Jurgensen, is to defer the discussion to the first budget work session. The motion failed by the following roll call vote: Ms. Barr, yes; Mr. Foreman, no; Ms. Forrester, no; Ms. Jurgensen, yes; Mr. Toney, no; Ms. Washington, no; Ms. West, yes.

Mr. Foreman read the following comments.

“The Town should focus more on its history, which could bring more tourism to the town. Dumfries is the oldest continually chartered town in Virginia and we need to capitalize on that history.

We have a proud history of being a maritime port, an agricultural center and have a direct link to the United States Marine Corps tradition. We need to capture all these elements when trying to attract tourism.

Properly identifying our historic heritage and our ties to being a leading Town within Prince William County will favorably bring tourism to our Town.

Plaques strategically placed in our little Town would enhance and promote walkability. These plaques would start here at Town Hall.

Currently we have highway markers, historic Dumfries welcome signs, a Williams Ordinary placard, a cemetery marker, and lastly a Courthouse marker that is historically inaccurate.

Part of our economic development strategy is to promote tourism. We have taken baby steps to date by updating the comprehensive plan and our Town website. The markers we have to date were paid for by private sources and the lack of markers make promoting historical tourism hard at best to achieve.

Properly marking and advertising Historic Dumfries would achieve several things:

1. Back Weems-Botts Museum Curator JoAnn Barron in her efforts to bring in tour buses as well as PWC & Stafford County Schools Educational Programs.

2. We have a multi-million dollar Marine Corps Museum a couple miles down the street, we ask the Marine Corps Band to participate in our Annual Christmas Parade, and we have a significant tie to Our Nations Corps. Now we need to show the pride and take the initiative to display that their historic Commandant the “Grand Ole Man” Archibald Henderson residence within our Town limits.

3. Promote walkability, this would also be a logical first step in developing a brochure that allows for citizens and visitors to participate in self-guided tours.

4. These properly marked historic sites could be identified on the Town’s website.

5. Promote Town pride and awareness for our residents and visitors.

6. Lastly correct historic inaccuracies.”

He explained that all he was asking for tonight is a vote that Council start to properly identify historic markers within historic Dumfries and that the Town Manager look into this. He went over the following sites:

1. The third courthouse marker was paid for and erected in 1941 and is inaccurate
2. One of the first courthouses ,Tebbs-Mundy House
3. Archibald Henderson House
4. Prince William Courthouse and the Jail site have an inaccurate marker
5. Weems-Botts Museum

He noted that an old historical district map could be placed at the Weems-Botts Museum as the starting point. A standing committee knows all of the historical sites so all that needs to be done is to determine what the historical sites are and place a marker. This will promote walkability, corrects inaccuracies, and ties the Town with the Marine Corps Museum. This is the right way to go for tourism and economic development. The vote tonight is to direct the Town Manager to go back, put together some options, and present those to Council during the budget cycle. A no vote means that Council is once again going to ignore history. Dumfries has a proud history and it needs to be tied into the local area.

Mr. Foreman made the motion, seconded by Mr. Toney, that the Town Manager identify historical markers and present to the Council what type of markers and the cost for the FY13 budget.

Mr. Toney was not sure which committee was charged with identifying the historical sites.

Mr. Foreman noted it was the Architectural Review Board (ARB).

Mr. Toney knew there was some impetuous already put into this effort to identify historical sites. He felt this was a natural step after identifying the historical building or site to commemorate it with a marker.

The motion on the floor made by Mr. Foreman, seconded by Mr. Toney, is to direct the Town Manager to identify historical markers and present to the Council what type of markers and the cost for the FY13 budget. The motion carried by the following roll call vote: Ms. Barr, no; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Jurgensen, no; Mr. Toney, yes; Ms. Washington, yes; Ms. West, yes.

Ms. Washington pointed out that Town Hall and the Community Center are two places that have not been marked that the previous Council voted on.

It was noted that with the changes in Council Members and staff that some things have been overlooked.

D. DISCUSSION AND DECISION ON NOMINATING INDIVIDUALS TO SERVE ON THE 2012 VIRGINIA MUNICIPAL LEAGUE POLICY COMMITTEE'S – DAN TABER

Mr. Taber noted that the Virginia Municipal League (VML) has sent correspondence asking that nominations be made for the policy committees who will assist in developing VML's legislative program. VML is aware that some localities are holding elections; however, they have asked that the form be returned by the due date of April 16, which can be changed and resubmitted after the election is held.

Ms. Jurgensen made the motion, seconded by Ms. Barr, to nominate Mr. Toney to General Laws, Mayor West to Human Development and Education, and Ms. Barr to Transportation. The motion carried by the following roll call vote: Ms. Barr, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Jurgensen, yes; Mr. Toney, yes; Ms. Washington, yes; Ms. West, yes.

Ms. Forrester made the motion, seconded by Mr. Toney, to nominate Mr. Foreman and Debi Sandlin to Community and Economic Development, Chief Forker to General Laws, and Gregory Tkac to Environmental Quality. The motion carried by the following roll call vote: Ms. Barr, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Jurgensen, yes; Mr. Toney, yes; Ms. Washington, yes; Ms. West, yes.

There was clarification made that a staff member cannot be nominated to a committee if a Council member is not nominated too and no individual can serve on more than one committee.

Ms. Forrester noted that she would be unable to serve on any committee due to the meeting being held on a weekday.

Mr. Foreman made the motion, seconded by Ms. Washington, to nominate Ms. Washington to Environmental Quality, Ms. Jurgensen and Retta Ladd to Finance, Cydney Neville to Human Development and Education, and Richard West to Transportation. The motion carried by the following roll call vote: Ms. Barr, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Jurgensen, yes; Mr. Toney, yes; Ms. Washington, yes; Ms. West, yes.

E. DISCUSSION ON PROPOSED FEE SCHEDULE CHANGES – DAVID MOSS AND GREG TKAC

Mr. Moss explained the last time the fee schedule was updated was in 2004. Many changes have taken place since then that include things such as inflation, the cost of reviewing developments, and staffing. Staff has provided an analysis of what other jurisdictions charge. He mentioned that the biggest difference would be with the conditional use permit or special use permit. He explained that some jurisdictions are built out and any development that may occur in

those jurisdictions would be a sizeable redevelopment project, which will require more staff time to review. Staff tried to charge fees that would cover staff costs versus charging fees that would overburden an applicant with a small project. He explained the difference between charging an applicant for residential property at the rate of \$300 plus the cost of advertising versus a commercial property that would be an initial \$500 with an additional rate of \$2,500 per acre or any portion over one acre. An analysis was done on how long it takes to process a permit to determine an appropriate amount to charge. He went on to further explain that the zoning fees were broken down to the different types of zoning requests whether it be to rezone property, a text amendment, or a type of certification. All the fees, because they were adopted under the building development office, are charged a two percent levy. State law says that if there is a building fee for an inspection a two percent levy can be charged that is sent to the Department of Housing and Community Development for the training of building code officials. Town code does state that the two percent fee will be levied; however, because the code was adopted to include the zoning and planning fees citizens are being charged the fee when applying for things like a sign, which is why the fees charged are odd amounts. This is the reason for splitting the fee schedule into several sections. The schedule for building fees was done with the two percent levy built in. For example, a \$300 fee would break down to \$5.88 for the two percent fee and \$294.12 would be what the Town collects. Staff is looking for direction from Council on whether further changes need to be made to the fees, the format, or to move forward with holding a public hearing. It was noted that the fee for a permanent sign is \$75 and the temporary banner/sign is \$50 with a notation that the fee will be waived for a single grand opening banner for new businesses upon initial start up of the business; however, a permit is still required and the banner must conform to the zoning ordinance.

Ms. Forrester has an issue with the statement that fees need to offset staff costs. It would be different if everyone wanted to be in Dumfries. Council keeps hearing about how Dumfries cannot attract the type of business it wants. She noted the reason staff is paid in the first place is to facilitate these types of transactions. She did not have the expectation to recoup that or that staff is in a sales position and has to justify their existence. Council has agreed to pay to assist business owners. She felt that the cost of a rezoning was too high especially when there was no guarantee that the applicant was going to get approval. She felt that the fee schedule needed to be recalculated.

Mr. Foreman pointed out that the Town is in an economic struggle and there is competition going on here. Council can talk about what it would like the Town to look like, but it all comes down to attracting businesses and residents. He did not think that any of the fees

should be more than Prince William County or Stafford. He felt the fees should be equal to or less than. He wanted to see a matrix with the new fees to compare the old fees prior to going to public hearing.

Mr. Moss advised that he would provide the comparison to Council by email in the next day or two.

It was decided the item would be brought back to Council at the next meeting to discuss before moving forward with holding a public hearing.

Ms. Barr pointed out that she did an analysis awhile back and figured out that staff time costs an average of \$42.00 an hour after figuring in benefits. She noted that if an application took 100 hours at \$42 an hour it would cost \$4,200 and the applicant would only be paying a fee of \$300. She explained that the reality is that if the applicant is not paying for staff time, the citizen is. It is not the citizen who requested that the action be taken and should not be bearing the responsibility or expense.

Ms. Forrester felt that it was a distortion to say that the citizen or the business owner pay the expense. The real issue here is that the citizen would carry the full burden if the Town does not make it easy for businesses to come to Dumfries. Without businesses, the citizens would be paying for it.

Mr. Toney pointed out that if staff, regardless of whether they review ten conditional use permits or none, would receive the same amount of pay. He did not see the relationship that the citizens would bear the cost if it were not received by charging a fee.

Mr. Moss explained it boils down to what staff sacrifices doing since there is only a finite amount of hours. If he spent 500 hours on 10 conditional use permits then those hours would take away from doing other work like updates to the comprehensive plan, etc.

Mr. Toney pointed out that those are the responsibilities of the individual who is hired as a zoning administrator and it is up to that individual to prioritize his time and goals. If you are unable to do that then maybe the Town needs to hire an additional individual.

Ms. Barr noted that the citizens are carrying the expense right now. The citizens agreed they wanted to develop the Town and they paid for the expansion. She is hearing if you need more people get more people, again the citizen will end up paying for it. The reality is that the citizens want to grow the Town but the expense needs to be shared. She explained that the Town cannot keep running a deficit. The budget cannot keep being lowered and services offered without having the cost cover those services. She agreed the fees should not be more than Prince William County's or Stafford's. She suggested taking the \$4,200 and subtracting the fees being charged to see how much the citizen is paying on their real estate taxes to offset the expense.

Mr. Taber suggested that the new format that Mr. Moss provides would assist Council with making a decision.

The matter it to be brought back to Council at the next meeting for a decision on whether or not to move forward with a public hearing after the charts have been compiled, reviewed, amended as needed, and provided to Council.

IN RE: DISCUSSION ITEMS

A. CITIZEN COMMENT(S) DURING COUNCIL MEETINGS – GERALD FOREMAN

Mr. Foreman read the following comments.

“There is a lot of talk during this election cycle about communication with our voters, our business owners, and patrons. We talk as a Council that communication with our constituents is a number one priority. We talk about transparency. We ask for our constituents to visit the Town website and make comments. We ask for participation in surveys. We ask for participation at Committee meeting. At these same committee meetings, do we tell constituents they cannot comment about items on the agenda? We had a recent meeting with the Landfill and there was a motion made by more than one Councilmember to allow constituents to make comments. What we are doing is wrong by not allowing constituents three minutes to make a comment during Council Meetings concerning any agenda item and allow their voices to be heard. This is not the process of an open government.”

Mr. Foreman made the motion, seconded by Ms. Forrester, to allow citizens three minutes for comments and those comments can be made concerning any subject on or off the agenda.

There was a brief discussion about rules of procedure and Robert Rules. Ms. Sanders noted that a memo would be coming to Council regarding this matter on April 17.

Ms. Forrester asked for a point of order citing that the discussion has gone off topic.

Mayor West noted that the item was a discussion item.

Ms. Forrester pointed out that it has been established in previous meetings and earlier in the meeting that any Council Member can make a motion and receive a second and the matter does not have to be on the agenda.

Ms. Barr was concerned with moving forward with the impending election.

Ms. Washington agreed that citizens needed to speak; however, she felt that Council should leave it up to Ms. Sanders as to how citizen comments should be handled. She felt the Council spends too much time beating things up. She agreed that everyone should have a chance to say why he or she disagrees with something. This at least gives everyone a chance who is voting to hear the reasons why. She wanted citizens to have a good way to make comments and not use Council as an example. She asked Mr. Foreman to consider rescinding his motion and

turning the matter over to Ms. Sanders. She wanted to wait. She wanted Council to have a way to have discussion in a shorter amount of time as well.

Ms. Forrester agreed with Ms. Washington. She asked for more clarification of what was being requested.

Mr. Foreman proposed that citizens have a maximum of three minutes on any subject on or off the agenda. He had no problem with waiting until after the election. He rescinded his motion. He asked Ms. Sanders if she would be prepared to make a recommendation at the first meeting in July.

Ms. Sanders noted that she would not be in attendance at that meeting. She clarified that she does not want to make any recommendation. She wanted to provide information about how it is being done around the State and in different jurisdictions.

Mr. Foreman noted that every Council Member has gotten emails from citizens, the newsletter has been used that Council has received responses from, but most the time people who attend the meetings are fighting traffic to get to the meeting and they are being told what they can speak about.

Ms. Sanders offered to hold an informal meeting prior to the July meeting.

Ms. Washington explained that the motion was unclear to her when it was made. She understood the motion would allow citizens to comment during the time that Council was discussing a matter and not just at the beginning of the meeting. She still wanted to get some research on the subject.

The item was deferred to the first meeting in July.

IN RE: COUNCIL MEMBER COMMENTS

Mr. Foreman acknowledged and thanked Mrs. Betty Covington for 50 years of service to the school system and wished her the best.

Mr. Toney attended Deacon Larry Williams's services at Mt. Zion Baptist Church and acknowledged the heavy influence he got from him while serving on the Planning Commission with him. He extended his condolences to the family.

Ms. Jurgensen announced that April is Month of the Military Child. She thanked Chief Ester for his continued support of the Ginn Park project. She encouraged students to get involved in the Dumfries Triangle Rescue Squad program, funded by Prince William County, to become an Emergency Medical Technician (EMT).

Ms. Washington thanked Mr. Taber and his staff for a job well done. She wanted to make everyone aware of the high rate of bullying that is occurring with the youth today and asked that everyone try to be kinder and gentler.

APRIL 3, 2012 COUNCIL MEETING MINUTES

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IN RE: CLOSED SESSION (NONE SCHEDULED)

IN RE: ADJOURNMENT

Ms. Forrester moved, seconded by Ms. Jurgensen, to adjourn the meeting. The motion carried by the following voice vote: Ms. Barr, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Jurgensen, yes; Mr. Toney, yes; Ms. Washington, yes; Ms. West, yes.

Minutes submitted by

Approved by

Dawn Hobgood
Town Clerk

Nancy H. West
Mayor